

**1. Call to Order:** Chairman David Hosmer called the meeting to order at 7:05pm.

**2. Roll Call:** Michael Dougherty, Ronald Cabana, Frederick Chmura, David Hosmer, Glen Lessig, David Fortin, David Richardson, Roy Bradrick and Jeffrey Kelleher were present.

**Others:** Donna Stefanik, Julie Woodland, Ernest St. Jean, George McCoy, Tina Lajoie, Viktor Toth, Mark Shamber, Cliff Davis, Michael Bernardi, Megan Bard-Morse, Karen Munroe, Preston Shultz and Charles Super.

**3. Seat Alternate if Necessary:** None needed for this meeting.

**4. Approve Minutes from December 8, 2015 Regular Meeting:** Fred Chmura, seconded by David Fortin made a motion to accept the minutes from the December 8, 2015 Regular meeting. **Motion passed unanimously.**

**5. Old Business:**

**A. Proclamation and Gift to Prior Board of Finance Members:** Glen Lessig called former board members George McCoy and Mark Shamber to the front of the audience to present them with a certificate of appreciation and a gift certificate in thanks for their service to the Town.

**B. Stipend Correspondence:** David Richardson still feels that the Town's health insurance stipend is illegal, and he feels that the Board of Education's health care advocate's answer agrees with his point of view. He would also like to get a final opinion from the Town Attorney.

After much discussion Glen Lessig, seconded by David Fortin made a motion to have David Richardson draft a letter to be sent by the Board of Finance Chairman to the Board of Selectmen in regards to the Board of Finance's concerns about possible ACA violations. **Motion passes unanimously.**

Chairman Hosmer informed the Board of Finance that if they would like to comment on the letter to please forward comments to him.

**C. Update on Bylaws:** Glen Lessig reported that there was nothing new to report. However he would like to change the name of the subcommittee to Policy Manual Update. The Board agreed to this change.

**D. Fund Policy Balance:** Treasurer Donna Stefanik reported that the current fund balance is at 13.2%. At this point there is \$36,771.00 in the fund. This amount will cover approximately 1.6 months of expenditures if the Town needed to use these funds. Ms. Stefanik feels that the Fund Balance policy amount should be increased to 15%.

David Fortin would like the \$36,771.00 to be added to the capital and non-recurring account to be offered to the Board of Education or to the Board of Selectmen for capital projects. The funds could then be reimbursed from the Board of Educations or the Board of Selectmen's non-lapsing account.

Dave Fortin, seconded by Fred Chmura motioned to move the \$36,771.00 into the capital and non-recurring account fund, as uncommitted. **Motion passed unanimously.**

David Fortin pointed out that the Fund Balance Policy states that it can be amended either in December or June. Chairman Hosmer reminded the Board that the Auditor's presentation was not held until December, and that there is nothing in the policy that precludes changing the percentage amount at any other time during the year. Fred Chmura feels that the percentage amount should remain the same.

#### **6. New Business:**

**A. FEMA Fund Request – Board of Education:** Acting Superintendent Viktor Toth explained to the Board of Finance that FEMA has reimbursed the Town of Woodstock for excess snow removal at the Woodstock Public Schools in the amount \$2,737.50. The Board of Education requests that the Board of Finance place these funds in the Capital Non-Recurring account to be used towards technology purchases. Mr. Toth reminds the Board that technology is a capital item on the 5 Year Capital Plan.

Glen Lessig, seconded by Fred Chmura made a motion to move the FEMA reimbursement of \$2,737.50 from the general fund and into the Capital and Non-Recurring account. **In favor:** Michael Dougherty, Frederick Chmura, David Hosmer, Glen Lessig and David Fortin. **Opposed:** Ronald Cabana. **Motion passes.**

Glen Lessig, seconded by David Fortin made a motion to allocate \$2,737.50 from the Capital and Non-Recurring account to the Board of Education. **Motion passed.**

**B. Non-Lapsing – Update and Request:** Acting Superintendent Viktor Toth explained that while making repairs to the Woodstock Middle School parking lot, the Woodstock Highway Department needed to do more excavating and bring in more fill that was originally anticipated. This brought the cost of the repairs over by \$3,340.65. The Board of Education would like the Board of Finance to approve the additional expenditure of this amount be taken from its Non-lapsing account.

Fred Chmura, seconded by Michael Dougherty made a motion to approve the additional expenditure of \$3,340.65 from the Non-lapsing account for repairs at the Woodstock Middle School parking lot. **Motion passed unanimously.**

**C. Current Year Budget Projection – Board of Education:** Viktor Toth, Acting Superintendent, informed the Board of Finance at this point the Board of Education is looking at a \$75,235.91 deficit, most of which is in Special Education costs and in the Substitute teachers budget. However there have been savings in the fuel and energy line items, and in the health insurance account. The Board of Education is hoping that things will balance themselves out.

David Richardson had a question in regards to the tuition revenue of \$4647.00. He stated his belief that this sum could not be counted on as additional revenue. If that is done it is in violation of State statute 10-222.

Mr. Toth informed him that the Board of Education's attorney said that it could be used, and not be in violation of 10-222. He agreed to send the attorney's opinion to members of the Board of Finance.

**D. Police Re: Individual Members Direct Communications with Town Officials, Outside Consultants, Attorney, Etc.:** Chairman David Hosmer and Glen Lessig feel that a policy should be made in regards to board members contacting town officials, outside consultants, the Town attorney, and other experts. David Hosmer feels that if the person has questions that person should contact the Board of Selectmen or the Superintendent of Schools, who in turn would contact the person who will be able to provide the answers to the question.

David Richardson stated that he did not give up his rights as a citizen when he was elected as a member of the Board of Finance to ask questions, and to go ask questions directly to the person he feels can best get the answers from. Glen Lessig however felt that people were responding to questions from a Board of Finance member as a Board of Finance member, and not as a citizen. He feels that it gives the appearance that the Board of Finance wants the information, when that may not be the case.

After much discussion it was decided to table this topic to a future meeting.

**E. Police Re: BOF Email Communications:** There were many concerns amongst the members in regards to emails that were sent between meetings. There were concerns that these may constitute illegal meetings, and open member's private emails to FOI.

Fred Chmura suggested inviting FOI to come speak to all of the boards and commissions about FOI rules and electronic communications.

This topic was tabled to a future meeting.

**7. Citizens Participation:** Ernest St. Jean stated that when he came to a Board of Finance meeting he did not want to hear petty arguments among members.

Preston Shultz suggested that elected officials should have their own email addresses on the town server to protect their personal email accounts from FOI complaints.

Julie Woodland wished that the board members would keep in mind that just because someone sends out an email that the content of the email was not necessarily true. Ms. Woodland also stated that the Board of Finance has now received three opinions in regards to the insurance stipend, and it is now time to put this issue to rest. It is a complicated issue, and one that is constantly changing.

**8. Correspondence & Announcements:** None.

**9. Adjournment:** Michael Dougherty, seconded by Glen Lessig, made a motion to adjourn the meeting at 8:41pm. **Motion passed unanimously.**

Respectfully submitted,  
Christine G. French, Clerk